

**City of Cottage Grove**  
**Job Description**  
**Water Treatment Plant Operator-In-Training**

<b>Department:</b> Public Works & Development	<b>FLSA:</b> Non Exempt
<b>Reports to:</b> Water Production Superintendent	<b>Representation:</b> Laborers Unit
<b>Pay Range:</b> 11 (\$3,417-\$4,717)	<b>Date Adopted:</b> December 2017

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

**GENERAL POSITION SUMMARY:**

Performs tasks necessary to the operation and maintenance of the City's level 3 water treatment plant, storage and water distribution facilities including but not limited to surface water intakes, water treatment plant, transmission facilities, reservoirs/storage and distribution water sampling and water quality monitoring.

**DUTIES AND RESPONSIBILITIES:**

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Responsible for the safe and efficient operation of water transmission and treatment facilities within established parameters. Is also responsible for monitoring water quality in the water distribution system. May assist in other public works functions as needed.

**ESSENTIAL FUNCTIONS:**

1. Must learn and perform duties and responsibilities for water production and water quality.
2. Keeps detailed records of all operations, including daily equipment checks, chemical usages, a daily log, and records required by state regulatory agencies.
3. Performs arithmetic calculations.
4. Must be able to operate computers and iPads.

5. Performs a wide variety of tasks in the preventive and reactive maintenance of treatment plant and transmission line equipment, including lubrication, mechanical adjustments, bearing and packing adjustments, and pump, motor and generator replacement and repair.
6. Trouble shoots minor electrical equipment malfunctions, in the motor control and telemetry systems.
7. Operates and maintains all booster pump stations in the water distribution system.
8. Works with hazardous chemicals including sodium hypochlorite, caustic soda, hydrated lime and concentrated acids, involving personal, public and environmental health risks.
9. Must be able to take water samples at the treatment plant and throughout the City's water distribution system.

#### **IMPORTANT FUNCTIONS:**

1. Maintains the grounds of the treatment plant facilities, booster pump stations, reservoir storage facilities and water quality sampling station sites.
2. Deals knowledgeably and tactfully with the public in addressing their problems and concerns, either in person, by email or using the telephone.
3. Performs other related duties as assigned.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position of Operator-in-Training requires both indoor and outdoor work throughout the water treatment plant. In the performance of job duties the employee must be able to traverse uneven ground, climb stairs and ladders accessing equipment. The position requires mobility including the ability to bend, stoop, twist, sit, reaching above shoulder level, and lifting or moving materials weighing up to 50 pounds. Must be able to work around active machinery, loud noise, high pressure fluid systems, and electrical equipment. Must be physically capable of working in adverse weather conditions and confined spaces.

## **DISTINGUISHING CHARACTERISTICS:**

This is an entry level position for operations within the water production department. An employee should show basic knowledge of water treatment operations and maintenance. The employee should display an eagerness to learn advanced procedures and initiative to acquire additional levels of water treatment plant operator certifications in a timely manner.

## **JOB SPECIFICATIONS:**

### **Education & Experience:**

High School Diploma or equivalent required.

### **Knowledge, Skills and Abilities:**

1. Knowledge of safety standards, practices and procedures applicable to area of assignment.
2. Ability to read and understand organizational written instructions, policies and operations manuals.
3. Ability to work independently in the absence of supervision.
4. Ability to establish and maintain effective working relationships.
5. Ability to work as a team member.
6. Ability to communicate clearly and effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the Organization.
7. Ability to work effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the Organization. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
8. Ability to perform essential functions of the job.
9. Must have the ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.
10. Must be capable of safe operation of motor vehicles, ground maintenance equipment, hand tools and laboratory water quality testing equipment.

11. Must be able to perform written and computer keyboard entries and skilled in the operation of computer programs such as; Word, Excel, and Gmail.

**Special Requirements and Certifications:**

This position requires a signed agreement between the City's operator who is in Direct Responsible Charge of the water treatment operations and the under-certified Operator-In-Training employee; agreement document referred to as: "Written Protocol for Operators".

Must possess an unrestricted valid Oregon Class "C" driver's license. Employee must maintain a safe driving record while employed with the City of Cottage Grove.

Must be able to pass the City of Cottage Grove's security clearance standards, including Reference check, Criminal History check, Drug testing, and satisfactory driving record.

**Supervisory Duties:**

A Water Treatment Plant Operator-In-Training does not supervise others. They may at times work alongside a temporary worker and direct that person on duties to perform.

**Supervision Received:**

All work will be assigned and is performed under the direct supervision of the Water Production Superintendent or a Senior Water Treatment Plant Operator.

**Contact with Others:**

The employee will from time-to-time have contact with other employees, contractors and the public.